

Middlesex Community College
Educational Assistant – Registration Services Assistant
Part-Time 15 hours per week

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middlesex Community College
Hours: Part-Time, 15 hours per week
Salary: \$24.94 per hour, plus participation in a State retirement plan
Closing Date: October 3, 2016

General Requirements: Associate's degree in an appropriately related field together with up to two years of related experience. Demonstrated fundamental knowledge of student records practices and methods accepted by the higher education field; Demonstrated skill in operating computerized and manual systems for collecting, preserving and reporting student information; Strong information technology literacy skills; Demonstrated ability to interact favorably with faculty, administrators, staff, students and public.

Preferences include knowledge of and/or experience with Veteran's Education benefits;

General Responsibilities: **The** Registration Services Assistant is accountable for assisting veteran students in completing applications for benefits; processing a variety of federal and state veterans' benefits forms; Recording and processing reports of veteran students' class attendance; Providing basic information on veterans' benefits procedures; keeping current on any new Federal or State guidelines; working with the Department of Education and the Federal Educational Liaison in implementing new procedures and the maintenance of Veterans program. In addition, the Registration Services Assistant is accountable for contributing to the accuracy, reliability, timeliness, retrieval, reporting and security of information about academic achievement of the College's students through effective performance in maintaining student records; student registration; reporting of student information; and veterans' services. Performing and assisting in the collection, examining and recording of required demographic, academic, career and historical information about the College's students, including operating computerized data entry and manual systems; Reviewing, analyzing and correcting student information in order to assure accuracy in recording such information as student grades, course credits, and academic data needed to perform such services as processing student transcripts; Carrying out procedures to protect the confidentiality of student information. Participating in the processing of student registrations including examining registration data and recording appropriate information in computer-based and manual records; Assisting in preparation of such documents as course and classroom assignments, schedules and course drop and add lists. Organizing and compiling data for reports as directed; this may involve preparing such reports as lists of students and grades as well as reports of fees paid and courses dropped or added; Extracting information and producing reports using both computer-based and manual data sources in a range of report types, including such documents as transcripts, grade reports, lists of candidates for graduation and detailed lists of classes.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: **Send letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to:**

Noreen Wilson, Administrative Assistant
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
Or, email: MX-HR-Recruitment@mxcc.commnet.edu

For more information about Middlesex Community College please visit our website, www.mxcc.edu

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER,
M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu; 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, qfordham@mxcc.edu, 203-608-3011.